

CHANGE**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

4650.28 CHG 1

Cancellation**Date:** Retain**SUBJ: ACQUISITION, REVIEW, AND CONTROL OF EXPENDABLE SUPPLIES**

1. PURPOSE. This change transmits revised pages to Order FAA 4650.28.
2. MAJOR CHANGES. This change:
 - a. Clarifies the responsibilities of the organizations of the Aviation Standards National Field Office for ensuring that expendable supplies are prudently requisitioned and economically used in the conduct of agency business.
 - b. Adds Washington Metropolitan Airports to the provisions of this order.
 - c. Treats the FAA Technical Center as a separate organization rather than including it with the regions regarding unauthorized acquisitions.

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Director, Acquisition and Materiel Service

Distribution: A-WXYZ-3; A-FOF-0(MAX)**Initiated By:** ALG-220

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4650.28

6/6/85

SUBJ: ACQUISITION, REVIEW, AND CONTROL OF EXPENDABLE SUPPLIES

1. PURPOSE. This order emphasizes:

a. Federal Aviation Administration (FAA) policy regarding responsibilities for the review and control of expendable supplies which are supported either by the FAA Depot or through the FAA Depot from General Services Administration (GSA) or Department of Defense (DOD) sources.

b. The prohibition on acquiring items for personal convenience.

2. DISTRIBUTION. This order is distributed to the branch level in FAA Headquarters, Regions, and Centers with maximum distribution to all field offices and facilities.

3. CANCELLATIONS. The following directives are canceled:

a. Order FAA 4650.24, Unauthorized Acquisition of Expendable Supplies, dated June 3, 1976.

b. Order FAA 4650.26, Review and Control of Expendable Supplies, dated December 20, 1977.

4. BACKGROUND. Appropriated funds are available only for the objects for which they were appropriated (31 U.S.C. 628). This citation prohibits the expenditure of public funds for personal convenience items unless specifically authorized. The unauthorized acquisition of expendable supplies uses appropriated resources for purposes other than those intended by the Congress, and contributes nothing toward the accomplishment of the agency's mission. Incorrect and inappropriate requisitioning of expendable supplies unnecessarily uses resources for both the initial and return transportation of the supplies and also generates a number of documents to first charge and then credit a particular activity for the requisitioned materiel. Excess materiel which is disposed of at the requisitioner's location distorts the FAA Depot's demand history and subsequently the requirements determination process. This can cause over procurement and eventually a long supply position at the FAA Depot. In view of the above, it is essential that improved management and control be exercised relative to expendable supplies.

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5. POLICY. It is the responsibility of region, center, and headquarter's office and service directors to ensure that expendable supplies are prudently requisitioned and economically used in the conduct of official agency business. The acquisition of items such as plastic or paper cups, facial tissues, napkins, plastic tableware, or any other personal convenience items, except as exempted by paragraph 10, is strictly prohibited.

* 6. RESPONSIBLE ORGANIZATIONS. In accordance with Order FAA 1100.5B, FAA Organization - Field, the following are identified as recommended activities responsible for ensuring that expendable supplies are prudently requisitioned and economically used in the conduct of official agency business:

* a. Regions and Centers.

(1) The Logistics Divisions for the regions.

(2) The FAA Depot, AAC-400, for the Aeronautical Center.

(3) The Acquisition and Materiel Services Division,
* ACT-50, for the FAA Technical Center.

b. Washington Headquarters.

(1) The Materiel Management Division, ALG-200, for the Acquisition and Materiel Service.

* (2) The Business Operations Division, AMA-50, for Washington Metropolitan Airports.

(3) Administrative Systems, AVN-10, for Aviation Standards National Field Office Headquarters Offices, AVN-1 through AVN-250, excluding Headquarters Aircraft Management Staff, AVN-6; and the Aircraft Maintenance and Engineering Division, AVN-300, for AVN-6, AVN-300, and all Flight Inspection Field Office activities.

7. RESPONSIBILITIES.

a. Directors. The Directors of regions, centers, and Washington headquarters offices and services, which have authorized requisitioning activities within their purview, will designate the internal organization(s) which is (are) responsible for implementing this order.

b. Designated Organizations. Organizations within each region, center, and Washington headquarters office or service which have been assigned the responsibility for ensuring that expendable supplies are prudently requisitioned, and economically used in the conduct of official agency business shall:

(1) Review available operational and management information to identify unauthorized, inappropriate or incorrect requisitioning of expendable supplies.

(2) Take appropriate action to correct identified deficiencies and prevent their recurrence in the future.

(3) Notify the Director, Acquisition and Materiel Service, of any problems, deficiencies or recurring incidents which appear to have significance for the national system or which highlight deficiencies or weaknesses in the national system. Appropriate supporting documentation should be included with this notification.

(4) Participate in Acquisition and Materiel Service evaluation efforts relative to the agency program for the review and control of expendable supplies.

8. SOURCES OF MANAGEMENT INFORMATION. The following are possible sources of information which may assist each designated organization in fulfilling the responsibilities indicated above.

a. Financial Detail Cards (FDCs) available from each servicing accounting office, contain the following data elements relative to expendable supplies requisitioned from the FAA Depot:

- (1) Region or Center,
- (2) Cost Center,
- (3) National Stock Number,
- (4) Quantity,
- (5) Unit Price,
- (6) GSA Address Code,
- (7) Inventory Location Code,
- (8) Equipment Type or Description,
- (9) Accountability Code,
- (10) Document Number.

The Southern Region has a computer program, available upon request, which can be used to generate listings from these FDCs for review purposes.

b. A Monthly Requisition Register is provided on microfiche by the FAA Depot to each region, center, and the FAA headquarters. This register contains the following information:

- (1) Region Code,
- (2) Supply Support Code,
- (3) National Stock Number or Part Number,
- (4) Reference Number,
- (5) Description,
- (6) Quantity,
- (7) Unit of Issue,
- (8) Voucher Number,
- (9) Priority Number,
- (10) Requisition Status.

9. ACTIONS REGARDING UNAUTHORIZED ACQUISITIONS.

a. All offices shall:

(1) Refrain from requisitioning or purchasing expendable supplies for personal consumption unless specifically authorized under conditions prescribed in paragraph 10.

(2) Remove and destroy Preprinted Requisition Cards (FAA Form 4250-2), on file for any unauthorized items.

(3) Report on FAA Form 4800-1, Report of Excess Property, any unauthorized stock on hand, in accordance with Order FAA 4800.2A, Utilization and Disposal of Excess and Surplus Personal Property, Chapter 3.

* b. Regional offices and facilities shall contact the Materiel Management Branch, or counterpart organization, of the cognizant Logistics Division prior to acquiring any item which may appear questionable within the intent of this order. *

* c. FAA Technical Center organizations shall contact the Materiel Branch, ACT-52, prior to acquiring any item which may appear questionable within the intent of this order. *